



<b>ROLE DESCRIPTION</b>			
<b>Basic Data</b>			
Unit	Operations ( Areas & Programs)		
Title	Program Officer for Enterprise Development		
Level	Level 4 - Officer		
Nature of Employment	Project-based		
<p>Role Summary:</p> <p>Based on the approved 5-year SE strategic plan covering the period 2022 - 2026, the Program Officer for Enterprise Development provides support to partners on SE business/ Basic social services to enable them to improve delivery of services and business performance.</p> <p>Program description: development, improvement, and scaling social enterprises (SEs) that will enable them to: 1) provide/improve delivery of basic services, and 2) provide programs and products that will increase income and productivity of households, 3) raise SEs organizational, operational, and financial capacity to enable them to expand their operations, market channels, and migrate to formal credit sources.</p>			
<p>Organizational Relationship:</p> <p>Internal:</p> <ul style="list-style-type: none"> <li>1.1. Reporting to : Senior Program Officer, Team Leader for agile projects</li> <li>1.2. Coordinating with : Area staff, other Program staff, KM unit and other units</li> </ul> <p>External:</p> <ul style="list-style-type: none"> <li>1.1. Partners and donors</li> <li>1.2. LGUs and other government agencies</li> <li>1.3. Consultants/ service contractors</li> </ul>			
<b>Duties and Responsibilities</b>			
	Responsibility		
	Fully	Partially	Supportive
1. Design a framework for the enterprise development program of the Foundation. Develop tools to determine gaps/ opportunities of partners in implementing their SE/BSS projects. Define a menu of possible interventions under the program and identify key performance indicators.	✓		
2. Prepare a 3-year program plan and budget for program expenditures and investments to partners. Identify and manage risks associated with the implementation of the plan. Refine and update program plan to respond to challenges and opportunities.	✓		
3. Provide technical support (enterprise development) to Area staff as the latter co-develop plans with the partners. Assist Area staff in the conduct of due diligence and delivery of enterprise development interventions in the area.	✓		

<p>4. Leverage financial and non-financial resources related to enterprise development, including securing strategic partnerships with relevant organizations and other enablers.</p> <p>Prepare and submit proposals to relevant donors/funding organizations. Manage the leverage funds for the program. Ensure compliance with donor requirements and contractual obligations.</p>	✓		
<p>5. Produce or facilitate creation of knowledge products and research outputs that support program development and implementation. Manage the database of learning materials, training programs, needs assessment and progress reports.</p> <p>Serve as a focal knowledge hub for the enterprise development program - short-term, medium-term, long-term economic and SE-able non-economic prospects. Monitor new and emerging trends in the external environment and identify opportunities. Share best practices and lessons learned to staff, our partners and other stakeholders.</p>	✓		
<p>6. Continuous coordination with Area and other Program staff to discuss progress of plans, challenges encountered and areas for improvement. Adjust accordingly the plans in order to respond to the changing needs/ situations.</p>	✓		
<p>7. Develop skills of Area teams necessary to effectively and efficiently execute the enterprise development program. Train Area teams on SE management.</p>	✓		
<p>8. Based on the approved plans and timelines, monitor and evaluate the enterprise development program at the levels of output and outcome. Draw lessons and insights from program implementation, identify factors for success and failures. Apply learnings to improve program outcomes and strategies.</p>	✓		
<p>9. Create a pool of consultants and experts in enterprise development. In coordination with Area staff, hire Consultants to undertake specific tasks, monitor performance of deliverables, and evaluate their final outputs.</p>	✓		
<p>10. Develop urban and rural enterprise support with an agile team.</p> <p>Lead or participate in agile teams being created for other projects. If team leader, evaluate team performance.</p>	✓		✓

Competencies	
<p><u>Non-Technical</u></p> <ul style="list-style-type: none"> <li>● Coaching</li> <li>● Communication</li> <li>● Impact and influence</li> <li>● Innovation/Continuous learning and empowerment</li> <li>● Judgement and decision making</li> <li>● Program delivery capability</li> <li>● Systems thinking</li> <li>● Team and technical agility</li> </ul> <p>(See details in the attachment)</p>	<p><u>Technical</u></p> <ul style="list-style-type: none"> <li>● Program development and management</li> <li>● Enterprise development</li> <li>● Collaborative partnerships/Resource Leveraging</li> <li>● Research</li> <li>● Knowledge management</li> <li>● Monitoring and evaluation</li> <li>● Risk management</li> </ul> <p>(See details in the attachment)</p>

Education and Experience
<ul style="list-style-type: none"> <li>● Education – Bachelor’s degree in Business Management/ Economics/ Agribusiness/ Financial Management/ Accountancy</li> <li>● Experience – 5 years work experience in a similar role; working with multidisciplinary team</li> </ul>